ADDENDUM TWO TO THE REQUEST FOR PROPOSALS:
AAA-DASS-1620
FOR THE PROVISION OF DIETARY ADMINISTRATIVE SUPPORT SERVICES (DASS) PROGRAM
POSTED: APRIL 18, 2016

The purpose of this Addendum is to provide further clarification to the requirements outlined in Appendix A, and Exhibit A Statement of Work, address questions and answers provided in response to RFP no. AAA-DASS-1620, and the Dietary Administrative Support Services Proposer's Conference on April 7, 2016:

Question #1:
In reviewing the bid document, AAA-DASS-1620 RFP Dated March 2016 that was released yesterday, pages 56 through 102 have been formatted in such a way that has made it very difficult to interpret the information. At times there is only one to two words per line. Is there a plan to reformat this information or provide it in a new format so that it is easier to read? I hope this will be considered.

Answer #1:
The RFP is formatted as it is because many paragraphs in the document have multiple sub-paragraphs which must be numbered, and indented separately. As such, there are no plans to reformat the paragraphs/sub-paragraphs on the pages referenced.

Question #2:
I would like information on the bid for this service. Bid Title: Dietary Administrative Support Services (DASS) Program, Bid #AAA-DASS-1620.

Answer #2:
Please see the information below to access the link for the Dietary Administrative Support Services (DASS) RFP (AAA-DASS-1620).

As of March 29, 2016, the RFP package is available for download from the internet by accessing the "Business Opportunities with CSS/Doing Business with CSS" link on the CSS website at http://css.lacounty.gov/. Information on the DASS RFP may be viewed on the County of Los Angeles' website at http://camisvr.co.la.ca.us/lacobids by selecting "View Open Bids", then "List by Department."

Question #3:
Can you please let us know how many locations, how many meals, how many times in a day and what is the budget per meal (breakfast/lunch) and how often is the pay for the invoices?

Answer #3:
A summary of the DASS services, along with answers to the questions, may be found in the DASS RFP, and supporting appendices and exhibits. Please review the documents for proposal and program requirements. Access to the DASS RFP is explained in Answer No. 2 above.

Question #4:
The Required Forms in Appendix D are all in PDF format which prevents an ability to complete them digitally. Is there an ability to obtain these documents that can be completed digitally, i.e. not in a PDF format?

Answer #4:
The Appendix D Required Forms are only available in PDF format.

Question #5:
Are there 104 locations that the DASS Contractor would be servicing if awarded the contract?

Answer #5:
Yes.

Question #6:
How many times per day are meals served, and does this include breakfast, lunch, dinner, and snacks?

Answer #6:
Most of the Elderly Nutrition Program (ENP) sites offer lunch, but there are a few sites that also offer breakfast.

Question #7:
How many sites offer breakfast?

Answer #7:
Less than 10.

Question #8:
How many days per week are meals served/delivered?

Answer #8:
Five (5) days per week, Monday through Friday.

Question #9:
Are the DASS services currently being contracted with another party, and if so, what is the name of the Contractor?

Answer #9:
Yes. CNS/RQA, Inc.

Question #10:
Appendix A, Statement of Work (SOW), Subsection 1.3.6 discusses Nutrition Counseling on a one-to-one basis to Clients who are at a nutritional risk. Who provides the contact to the Contractors?

Answer #10:
Any of the Area Agency on Aging (AAA) ENP, or Supportive Services Program (SSP) contractors. The contractors evaluate the clients during the intake process, and if the client is determined to have a

nutritional risk score of six (6) or higher, the client is referred to the DASS contractor for Nutrition Counseling Services.

Question #11:
How would the number of contacts for Nutrition Counseling be determined for the contract year? Is there an average number of contacts, or would an estimate need to be made?

Answer #11:
The number of contacts for this service will depend on the funding that's been allocated to the DASS contractor. The contractor may not be able to service every contact, as the service will be provided on a priority basis, based on each contact's nutritional risk score. The AAA contractors are required to use the Universal Intake Form which evaluates clients to determine their nutritional risk score. Again, referrals will be made for clients with a nutritional risk score of six (6) or higher.

Question #12:
Quarterly In-Service Training is discussed in Appendix A, SOW, Subsection 10.2.11.1, and Monthly In-Service Training is mentioned in Subsection 10.2.12, but the descriptions seem similar. When reading the description in 10.2.12.2, it is a little confusing because one talks about conducting a minimum of one (1) In-Service Training per month, each year for all food service staff, and the other talks about monthly training.

Answer #12:
The Monthly In-Service Training is conducted during the Dietician's site review each month. If the Dietician sees something that they feel the agency is not doing right, they would provide technical assistance to correct the issue. This is the purpose of the Monthly In-Service Training. Please refer to Subsection 10.2.12.1 of the revised Appendix A SOW, and Exhibit A SOW.

Question #13:
Under the ServSafe Course (Appendix A SOW), is it up to the proposer to determine how many courses they would like to present? Workshops (Appendix A SOW) is plural, but it is stated that the Workshop will be conducted annually. Is it up to the proposer if it wants to conduct two (2), or more? The ServSafe Course only says it should consist of four (4) sessions at three (3) hours per sessions. It does not identify if it should be conducted more than once per year. Please clarify.

Answer #13:
The ServSafe Course and Workshops may be conducted two times or more each year. At least one Workshop shall be conducted annually (Subsection 10.2.13.1). Please refer to the revised Appendix A SOW, and Exhibit A SOW in this Addendum Two.

Question #14:
Is there an expectation for the ServSafe Course to be presented in a language other than English?

Answer #14:
It is expected that this course will be presented in English. It is up to the discretion of the Contractor if the course will also be presented in a language other than English.

Question #15:
Is a proposer required to be registered on the County's Web VIN prior to submitting a proposal?

Answer #15:
Yes, when you register, your agency will be given a Web VIN number, and this number will need to be included on Appendix D, Exhibit 1.

Question #16:
Is the contractor expected to provide service to all 104 sites?

Answer #16:
Yes, the contractor is expected to provide service to all 104 sites.

Question #17:
How many of the 104 sites are currently being serviced?

Answer #17:
All of the 104 sites are being serviced.

Question #18:
On average, how many meals are being delivered to the sites?

Answer #18:
Approximately 2.5 million meals are being served annually.

Question #19:
How was that number determined?

Answer #19:
That number is based on the total of meals served during the previous fiscal year (FY 2014-15). Meals are tracked through RTZ/GetCare, Community and Senior Services' (CSS) internal case management system.

Question #20:
The "Distinguished Site Review Program", and the review of the annual caterer's list are currently being provided through the DASS program, but are not included in Appendix A SOW. Will these services exist in the FY 2016-20 DASS contract?

Answer #20:
Yes, these services will be included in the FY 2016-20 DASS contract. (Please refer to Subsections 10.2.2.1.5, 10.2.8, 10.2.10, and 10.2.13.1) in the revised Appendix A SOW, and Exhibit A SOW included in this Addendum Two).

Question #21
Is there a cut-off date for addendums to be posted on CSS' website for the FY 2016-20 DASS RFP prior to proposal submission?

Answer #21
No, although it is not the County's intent to post addendums in close proximity to the date of proposal submission.